

**MINUTES OF THE EQUALITY, DIVERSITY AND INCLUSION (EDI) STEERING GROUP****20 March 2017**

Present: Mark Ames (Director of Student Services), Alvin Birdi (Academic Director of Undergraduate Studies), Tracy Brunnock (Equality, Diversity and Inclusion Manager), Samantha Budd (Chief Executive, Bristol SU), Nishan Canagarajah (Chair) (Pro Vice-Chancellor, Research & Enterprise), Lucy Collins (Head of UK Student Recruitment), Hannah Dualeh (Equality, Liberation and Access Officer), Guy Gregory (HR Director), Susan Harrow (Head of School for Modern Languages), Rashi Jain (Senior University Lawyer), Jonathan Sandy (Dean of Health Sciences).

In attendance: Christina Harris (Secretary to Group), Jenny Smith (HR Manager, Policy & Reward).

Apologies: Paula Coonerty (Academic Registrar), Esther Dermott (Faculty Research Director).

**1. Welcome and introductions**

NOTED.

**2. Apologies**

NOTED.

**3. Chair's Report**

- 3.1 Joint Task Force on Racism – The Group were given an update on the Task Force, which is a partnership with the Mayor of Bristol and other external organisations. Its focus will be on tackling racism in all its forms – including institutional (cultural and structural), direct incidents of racist abuse, and more subtle forms of discrimination. A first discussion between members took place on 7 March 2017. Terms of Reference and Membership will be shared with this Group once drafted. The Chair highlighted the good work that has already happened outside of the University, which will be utilised as a starting point.
- 3.2 Anonymous Reporting Tool – The Director of Student Services informed the Group that a bid for HEFCE Catalyst Funding has been successful for the following two items:
1. The development of a reporting tool for sexual violence and other forms of harassment. In addition to this tool the University will consider the resources needed to respond to reports in a timely manner, especially during the expected initial spike in reports at launch.
  2. Bystander training for Senior Residents and Pastoral Staff in Residences, which will act as a pilot with a view to being extended if successful. It was noted that a challenge of the training is the time commitment required for a series of workshops; evidence suggests that all workshops are needed to effect demonstrable change.
- 3.3 Disabled Student Group - The Chair has met with a disabled student group who are keen to engage with the activities of the EDI Steering Group. As with other students groups, the Equality, Liberation and Access Officer will act as a link and liaise with students groups to bring matters to this Group.

- 3.4 Membership of the EDI Steering Group – The membership was discussed in response to requests from staff and student groups to join. It was agreed that the membership would not be reviewed at this stage. Representatives from groups will be invited to attend meetings as appropriate.
- 3.5 Staff Experience Group – The remit of the Staff Experience Group has changed and will now be a task and finish group only, focusing on the staff survey. To avoid duplication of work EDI issues highlighted from the staff survey will be passed to the EDI Steering Group for action.
- 3.6 Staff Networks and Faculty EDI Committees - The Chair informed the Group that he will meet with the Staff Network Co-Chairs and Faculty EDI Committee Leads on 4 May 2017 to discuss how two-way communication can be best achieved.

#### **4. Minutes of the last meeting**

- 4.1 Clarification was requested over point 9: University Policy on IT usernames. There has been no indication that the change would affect naming conventions for staff email addresses which will remain [firstname.surname@bristol.ac.uk](mailto:firstname.surname@bristol.ac.uk).

#### **5. Action Register**

- 5.1 The action register was provided to members, and updates on progress were discussed where appropriate. It was noted that the Resourcing Manager should attend the next meeting to provide an update on progress in developing more inclusive staff recruitment practices.

**ACTION: Secretary.**

#### **6. Gender Pay Gap**

- 6.1 RECEIVED: paper reference **EDI/16-17/10**
- 6.2 The HR Manager (Policy & Reward) presented the Equal Pay Audit 2016 and the key points were discussed.  
NOTED:
- This is the third Equal Pay Audit that has been undertaken with previous reviews being carried out in 2009 and 2013.
  - In accordance with guidance from the Equality and Human Rights Commission the Equal Pay Audit 2016 has explored pay gaps within grades whereby as a general rule differences of 5% or more, or any recurring differences of 3% or more merit further investigation.
  - The figures demonstrate we are out-performing the benchmark data.
  - The organisational pay gap (using the mean, full and part-time staff combined) has improved over the last 3 years.
- 6.3 NOTED: The actions identified in the report will be progressed during 2017. This Group will be informed of any key outcomes as necessary.
- 6.4 NOTED: In addition to this triennial report, higher education institutions will shortly be required by law to conduct organisational level gender pay gap reporting. For the public sector, this will require organisations with more than 250 employees to publish their mean and median organisational level pay gaps, bonus pay gaps and the proportions of men and women distributed within the pay bands annually, and to publish this on a government website within a 12 month period.
- 6.5 NOTED: Work to eliminate the professorial gender pay gap as part of the University Strategy will be conducted separately. This Group will receive progress reports as appropriate.

## **7. Focus on Race**

- 7.1 RECEIVED: paper reference **EDI/16-17/11**
- 7.2 A paper was presented to the Group to inform discussion around areas that are pertinent to race equality.
- 7.3 NOTED: The Race Equality Charter (REC) was discussed and the merits acknowledged. Concerns were also raised regarding the overly bureaucratic nature of completing similar forms, such as the Athena SWAN Charter and that this can detract from the necessary resources to implement actions. The Group felt that the REC guidelines could provide a useful self-assessment tool to produce ambitious but achievable key performance indicators internally.
- 7.4 NOTED: A discussion took place regarding other award schemes that cover EDI as a whole, rather than individual areas. The Group agreed that resources may be better utilised by combining efforts into one award scheme. It was noted that Bristol SU have found this joined up approach to be an effective way of managing the resources needed to complete award submissions.
- 7.5 NOTED: Two discussion Groups with BAME staff have been scheduled to better understand the experiences of BAME staff at the organisation. Following this, a procedure for consulting with BAME staff will be established going forward.

## **8. Key Organisational Challenges**

- 8.1 Members were asked to suggest areas of focus for the Group. An interest in making change happen at ground level was re-iterated and the ideas noted below were briefly discussed.
- NOTED:
- Review structural processes and procedures to enable information to be passed up and down. Communication with Faculty EDI Committees was highlighted.
  - The Vice Chancellor could demonstrate to senior leaders the importance of EDI.
  - Improve the experiences of minority groups.
  - Review the images that are used to the external market.
  - University brand image in EDI areas.
  - A network of trained EDI representatives, one for each School.
  - Schools could be asked to report on EDI activities.
  - Better connections with Faculties and Schools.
  - Review senior leaders job descriptions to make them accountable for EDI issues, including in performance reviews.
  - Careers and employability for minority students.
- 8.2 AGREED: A paper outlining the top 5 objectives over the coming year to be brought to a future meeting.

**ACTION: Chair.**

## **9. SWAN – update on progress**

- 9.1 RECEIVED: Paper reference: **EDI/16-17/12**
- 9.2 NOTED: The draft Terms of Reference for the proposed Gender Equality Group were shared with the Group.

9.3 NOTED: The institutional SWAN submission for April is on track and feedback from critical readers received.

**10. Any Other Business, including future items for discussion**

10.1 AGREED: It was agreed that Sue Clyne, Head of Organisational Development and Deputy HR Director will replace Guy Gregory, HR Director on the Group. This is to aid future planning and continuity since Guy is due to retire this year.

**ACTION: Secretary.**

**11. Communications and consultation**

11.1 There were no communications and consultation issues not already discussed.

**12. Matters to bring to the attention of UPARC**

12.1 A one page report outlining the business of the meeting will be shared with UPARC.

**13. Date of next meeting**

13.1 Wednesday 17 May 1.00 – 3.00pm  
Room 3.15 Senate House

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10 April 2017